

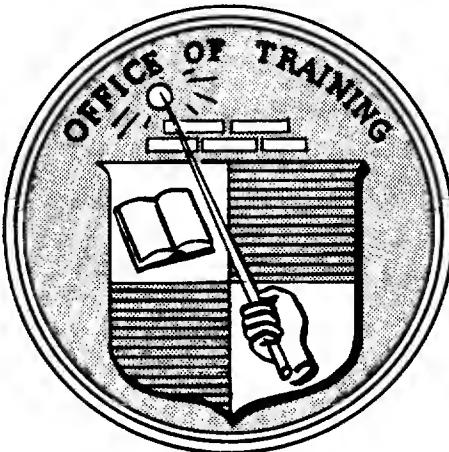
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OFFICE OF TRAINING BULLETIN

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August 1961

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OFF-CAMPUS OPPORTUNITIES FOR SELF-IMPROVEMENT

Few geographic areas afford so many opportunities for self-improvement as Metropolitan Washington. Notwithstanding these favorable circumstances, it is clear to leaders of local colleges and universities that such factors as pressure of time and temporary duty assignments limit the number of residents, Federal employees especially, who take courses directly on the campus. Because of this, the local schools have brought the campus to the employee through what is commonly termed "off-campus" programs. These programs, usually conducted on the premises of Federal buildings, are part of the solution to the employee's coping with problems of time, duties, distance, budget, and transportation, yet extending his formal education.

Benefits of off-campus, after-hours education may be realized by Agency employees in 1962 after relocation in the new building. Provided there is sufficient interest to warrant organization of academic courses, OTR plans to sponsor college-level instruction which will also include awarding full academic credit for satisfactory completion of a course and which can be applied to an academic degree.

Courses. Initial arrangements for such a program have been made by the Registrar with administrators of Off-Campus Division of the College of General Studies at George Washington University. This institution was chosen because of their interest in providing this service and because a number of Agency personnel have regularly enrolled in the GW's programs. As tentatively planned, the first academic courses under this program will be offered at the new building in the Spring of 1962. Almost

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OFF-CAMPUS OPPORTUNITIES (Cont'd)

any collegiate-level course can be given. (Major exceptions include courses requiring laboratory study and those limited to professional fields such as medicine, engineering and law.) A credit course, equivalent to three semester hours, will run for approximately sixteen weeks and classes will meet one evening each week. If the Off-Campus Division is unable to provide certain courses in which our employees are interested, it is highly probable that such courses can be arranged by another local university.

Student Quotas. Normally, there is no upper limit on the number who may enroll in a particular course (except the limitation of the classroom size) but it is only under rare circumstances that a course of less than fifteen students will be initiated and in no case will a class of less than ten students be started. Hence, to assure offerings, it is suggested that groups of employees known to have similar academic interests and backgrounds request the same course and adopt an identical program on a semester basis.

Financial Arrangements. University administrators have introduced an added inducement of lower "group" fees in the off-campus programs. At this stage in planning, however, the actual cost of courses is not known. For guidance, however, these comparisons are indicative: GWU charged \$72 per 3-hour course on-campus and \$57 for a similar course off-campus during the past semester; next fall the on-campus charge will be \$60 per course. Usually, for a small additional charge, students may pay in installments.

Applications. Each student will have to complete the University's application for admission. Answers to the questions on the application will create no problem for an overt employee. He must only comply with normal requirements of the Agency; that is, his request must be approved by the Employee Activities Branch of the Office of Security. Unfortunately, present arrangements accommodate only overt personnel. However, for other categories of personnel, if there is sufficient need, OTR will make special arrangements for comparable instruction through appropriate Offices.

Instructors. The University will provide the instructors and on the instructional staff there will be a counselor. (In some cases,

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OFF-CAMPUS OPPORTUNITIES (Cont'd)

either may be a fellow Agency employee.) Instructors will be approved by the Office of Security for access to selected areas in the building.

One final consideration: it is quite possible that a cafeteria, or snack bar, will be open for some evening service.

In this issue of the Bulletin* there are copies of a form to be completed by employees who would like to participate in the off-campus program. In order to determine the extent of Agency interest, supervisors are requested to bring the plans for the program to the attention of their staffs and to encourage members to express their wishes on the survey sheet. The sheet should be returned directly to the Registrar, Room 2026, Barton Hall.

* Survey sheets are at the end of the Directories. If interested send one to the Registrar now.

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BASIC WRITING WORKSHOP CORRESPONDENCE COURSE

"A longer, more intensive course"; "more individual attention"; "more homework"; "more writing assignments, and more time for writing"--such suggestions have been helpfully and consistently proffered by students of the Basic Writing Workshop. However, the limitation of class instruction to twenty-seven hours and the compromises inherent in a classroom situation have tended to bar any significant modification of the regular course along these lines. A way out is sought by offering the basic instruction as a correspondence course, one which, except for student-teacher conferences, will be conducted entirely through interoffice mail.

Advantages in this approach of training by correspondence range from convenience of enrollment to attainment of results. The student will begin and finish his course on his own time; he need no longer wait until his availability for training coincides with the OTR course schedule. Nor will he be excluded by an enrollment quota. The course will run on a continuing basis, with enrollment at any given time limited only by the saturation point of the teaching staff. Any Agency employee may register for the course, subject to the approval of his supervisor. No pretest is required. Registration will be open at all times and will be arranged through Training Officers.

(A prospective student who believes that he is qualified for the Intermediate rather than the Basic Workshop may take a test to establish his eligibility.) Following registration, the instructor will send the student the first assignment, along with the text and a course outline.

The course consists of nine assignment units, with a maximum of one week allowed for each unit; within this limit the student will be free to complete the course as rapidly as his time and zeal permit. In each unit the student will work on two items for which the ground has been prepared: a revision of a previously submitted theme and the preparation of a new theme based on a previously submitted outline, and two new items: An outline for the next theme and a sentence exercise.

The papers, on topics of current professional interest, will, in general, require the student to assemble data and draw conclusions

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BASIC WRITING WORKSHOP (Cont'd)

from materials supplied by the instructor. The use of classified materials in the course will make it necessary that all or most of the papers be written in Agency buildings. If the work is to be done during office hours it will be up to the student to arrange with his supervisor for the necessary time. Student-teacher conferences will be scheduled as needed. (No final examination is contemplated.) The instructor will base his evaluation of the student's progress on the work done in the nine units.

The sentence exercises, tailored to individual needs, will be supplied by the instructor or assigned as appropriate from the text. These exercises, as well as textual assignments, will be unclassified and may be worked on at home.

Applicants may send the request for enrollment (Form 73) to the Registrar anytime after the first of September. OTR will continue to offer its regular Basic Workshop. (The next one is scheduled to begin 5 September 1961.) For further information on either type of the basic course, [REDACTED]

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STANDARDS FOR SPONSORSHIP IN EXTERNAL TRAINING PROGRAMS

Agency employees who are sponsored in external training programs are required to complete the training with a grade of "B" or better, or its equivalent. Those who fail to meet this requirement are placed on "probation" and, while in that status, are ineligible for sponsorship in any other external program. To be converted from this status, an individual must take a similar course, at his own expense, and present to the External Training Branch/TR documented evidence of satisfactory completion.

When it is necessary for Agency-sponsored students to enroll for a semester before the previous semester's grades are received, the approval of continued sponsorship is conditional and it may be withdrawn if a "B" standard has not been met.

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STUDIES IN INTELLIGENCE - SUMMER ISSUE

The current (Summer 1961) issue of Studies in Intelligence emphasizes problems of covert activity. There are two articles on cover--a comprehensive exposition of the principles of deep cover adapted from a recent FI manual, and some observations on the coverage of such operations as the Cuban affair. Other essays examine the collector's, particularly the clandestine collector's, evaluative responsibilities and discuss the inter-relationships between psychological warfare and intelligence operations. It is not the DD(P), however, but the DD(I), himself, who narrates skillfully, the case history of a famous covert operation -- the British handling of Benedict Arnold.

On the overt side there is a description of how the Australians go about research, processing, and intelligence production; a brief but sharp discussion of Sinosovietology; and an amateur's recollections of his experiences in strategic intelligence. The book review section is unusually well-stocked, ranging from recent history like the Eichmann case and World War II clandestine operations to the American Civil and Revolutionary Wars and even to the story of a British intelligence chief during the seventeenth-century interregnum.

PRINTING SERVICES PLANS FUTURE SEMINARS

The Printing Services Seminar, which has been presented four times by the Office of Logistics, will not be conducted this fall. The next presentation will be made in the new Headquarters building.

Printing and photographic processes are covered in illustrated lectures and both are detailed more fully, during a plant tour. Cost-estimating and selection of proper printing processes are also emphasized in the lectures. An added feature to future Printing Services Seminars is a 30-minute motion picture entitled "Printing for Intelligence." The seminar closes with a panel discussion and a question and answer session.

"Printing for Intelligence" was produced by the Printing Services Division and depicts printing services available in the Agency. The various steps involved in processing a printing job, including

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PRINTING SERVICES (Cont'd)

equipment and methods used, are pictured. This film is presently available to interested groups.

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Inquiries related to the course should be directed to the Logistics Training Officer, [REDACTED]

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Requests for the film may also be directed to [REDACTED] or made directly to the Printing Services Division, extension [REDACTED]

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LOGISTICS SUPPORT COURSE SCHEDULED FOR FALL

The Office of Logistics is planning another Logistics Support Course for the fall, from 18 September through 27 October. The course runs full-time and is divided into two phases of four and two weeks each. Phase I of four weeks is scheduled to be given in Room 2241 R&S; Phase II, [REDACTED]

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The first phase deals with the fields of supply, procurement, transportation, real estate, and printing services in the Agency. Lectures and study materials also cover Logistics planning,

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Class sessions are supplemented by training films, seminars and a field support problem. A student may take one phase only of Logistics Support, but this arrangement must be approved through the Logistics Training Officer, [REDACTED] who can be reached on extension [REDACTED]

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TRAINING CONFERENCE SPONSORED BY COMPTROLLER'S OFFICE

Over sixty Agency employees attended a recent Intelligence and Financial Management Conference, organized and conducted by the Office of the Comptroller. Meeting on 18 and 19 May at a field training site, the group included representatives from the three major components.

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TRAINING CONFERENCE (Cont'd)

The revised theme for this particular conference--Intelligence and Financial Management--not only covered detailed and technical aspects of the Agency's Financial Management Program but also discussions of the present world situation, the Agency's role in the intelligence community, and International Communism as an intelligence target. In some sessions steps now being taken toward the increased application of electronic data processing to financial and intelligence data in the Agency were discussed. The RCA 501 installation which will serve the DDS area was explained, as were the EDP installations which have been designed for the DDI and the Clandestine Services. Lecturers at the Conference came from the Office of National Estimates, the Office of Logistics, the Automatic Data Processing Staff, the Office of Training, the Clandestine Services, and, of course, the Office of the Comptroller.

"THE POWER OF SUGGESTION"

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The Agency Suggestion Awards Committee has a twenty-seven minute film, "The Power of Suggestion," produced by OTR, which is available for showings. You are cordially invited to call Extension [REDACTED] and arrange for showings of this film at a location convenient to your office. Your Suggestion Awards Administrators will also be glad to conduct workshops in connection with the film presentation, if you wish.

The story is built around an award case which gives the characters in the movie an opportunity to describe how the program operates. It is of special interest to supervisors because it illustrates how the Suggestion Awards Program may be used as both a Management Improvement Tool and as a system for recognizing significant proposals. Toward the end, the Director appears with a special message for all employees.

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INTELLIGENCE PRODUCTS EXHIBIT

On Thursday, 14 September, another Intelligence Products Exhibit will be presented from 9:45 to 12:00 in the R&S Auditorium. All Agency employees are invited to attend. It should be noted that the Intelligence School also plans to invite representatives from the USIB to this exhibit which is part of the Intelligence Orientation Course, which will be in session from 11 through 29 September.

COMPTROLLER COURSES SCHEDULED FOR FALL

During September and October the Office of the Comptroller plans to conduct two courses--Survey of Budgeting, which will run from 5 September through 6 October, and Cost Principles, scheduled for 10 October through 10 November. Both will meet from 1:00 to 3:00 p. m. in 2103 Alcott Hall. During each of the courses students are encouraged to submit specific questions from their offices for discussion.

Survey of Budgeting covers the three major steps in the budgetary process--preparation, approval and execution. The current Government budgetary system is explained, with coverage given to executive-legislative and political-economic relationships. Special emphasis is placed on applications and adaptations to the Agency. The course is helpful to staff employees who need a non-technical survey of budgeting, particularly administrative officers and program planners. Enrollment is open to both SF and non-SF employees. There will be no course grades for the non-SF employees because the objective is to increase their understanding rather than to test their technical skills.

Cost Principles, primarily for operational and managerial executives, demonstrates how the Financial Management Program can aid internal managers in doing more efficient and economical jobs. Techniques of statistics, accounting, and auditing for cost purposes are discussed in addition to factors of cost finding, cost consciousness, and cost accounting. Enrollment for the October running will be limited to SF employees. A course for non-SF employees will be given later.

25X1A9a To register or to obtain additional information, call [REDACTED]
Comptroller Training Officer, on extension [REDACTED]

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INSTRUCTOR TRAINING AVAILABLE UPON REQUEST

With increasing numbers of employees in the Agency being called upon to conduct on-the-job or formal training programs, the Office of Training is prepared to "tailor" its Instructor Training Course to meet such specific needs of these personnel. The ITC can be presented wherever necessary--in the local area or at another preferred site--and dates and length of instruction are flexible. Pre-course discussion between the Chief Instructor and the requesting office is necessary, however, in planning course coverage.

Basic principles of learning and teaching, their practical application to classroom situations, and the techniques of lesson planning are discussed during this course. Students prepare presentations using various types of instructional methods, including lectures, demonstrations, problem solving, practical exercises, class discussions, case studies, and role playing. The use of various types of visual aids is emphasized.

Instructor Workshops are also available on request, and these are offered for those instructors who have a need for refresher training in specific techniques of instruction. Again, dates, length, and location of this training can be arranged to suit the requesting office.

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For further information or to request an Instructor Training Course or Instructor Workshop, call [REDACTED] on extension [REDACTED]

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CLERICAL TESTING

On 14 August, 5 September, 18 September, 9 October, and 23 October, Clerical Skills Qualification Tests will be given for employees who have to meet the Agency's standards in shorthand and typing. The Clerical Training Faculty/TR conducts the tests in Room 508, 1016 16th Street. Typing is given at 1:15 and shorthand at 2:00. Registration is handled by phone and supervisors or Personnel Officers may register their employees directly with Clerical Training, extension [REDACTED]. Results of tests are sent to Personnel Officers by Clerical Training Faculty/TR.

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ACTORS - ACTRESSES: ATTENTION!

More than 300 Agency employees have had roles, big and small, in the training films produced by OTR, and the need for actors and actresses continues. Experience is not necessary. All that is needed is willingness--yours! Acting is work, but it can be fun, too. Security may be your concern, but this is explored thoroughly before you are assigned a role. If you are interested in participating and thereby aiding the Agency training endeavor, call extension [REDACTED] the Instructional Services Branch/TR. 25X1A

FOREIGN LANGUAGE PROFICIENCY TESTS

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The schedule of language proficiency testing for the last half of 1961 was distributed to all Agency employees on 16 June 1961. In addition to listing dates, there are details covering use of dictionaries, types of tests, and the like. Tests are given in 2132 Eye Building, and begin with the reading and writing phases at 8:30 a.m. The oral test is usually given on the same day. However, if panelists for the orals are not available then, another time will be set and in these cases, the individual will be notified by the C/Language Testing/LAS, [REDACTED] as to where and when the oral test will take place. [REDACTED] will also make arrangements with TO's to accommodate those who cannot, for professional reasons, fit their testing to the official schedule. 25X1A9a

Employees do not register directly for a test; they register through their Training Officers.

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REFRESHER TRAINING FOR OFFICE OF OPERATIONS

In 1955 the Contact Division of the Office of Operations asked OTR for assistance in organizing a "refresher" training program for OO/C field personnel. Basic plans called for them to attend one of the "refreshers" every two years.

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Current intelligence requirements and objectives are discussed as well as the present organization of the intelligence community. During the course Contact Specialists are also given an opportunity to meet with consumers and discuss collection requirements and other mutual problems. Another important objective of this training program is the development of closer relations between OO/C's field office staffs and Headquarters personnel.

The Contact Division held its 18th "refresher" in June 1961--the fourth cycle for many of the participants. The 19th "refresher", which is scheduled for mid-September 1961, will have the Far East as its central theme.

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External PROGRAMS

In this section are summaries of selected external training programs and course offerings which we believe are of professional interest.

Information on curricula, requirements, tuition and other facts about a course can be obtained from the Admissions and Information Branch, extension [REDACTED] where a collection of catalogs, brochures, directories, and similar publications of major academic, commercial, and Government institutions is maintained.

The programs may be attended under Agency sponsorship, depending on budget considerations, benefit of the training to the Agency, and suitability of the training with respect to the individual's career development plan. Enrollment of employees in Agency-sponsored programs is arranged by the Chief, External Training Branch, extension [REDACTED]. Prospective trainees, supervisors, and Training Officers are asked not to communicate directly with the institution unless instructed by the Chief, External Training Branch to do so. In some cases of approved external training, the applicant may be asked to deal personally with the institution and make arrangements for his own enrollment.

For the person who takes a course of instruction at his own expense, and independent of the Agency's direction, interest, or sponsorship, enrollment is governed only by the Agency's security policy.

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THE LANGUAGES-OF- THE-WORLD ARCHIVES

The need for an exhaustive compilation of authentic data on all of the world's languages and dialects known to exist has been recognized for some time. There are many tongues about which little or nothing is known; even the question as to the total number of languages, exclusive of dialects, can only be answered by an estimate of between 3,000 and 6,000. In order to make an inventory, Dr. William R. Parker, then Chief of the Language Development Section of the U. S. Office of Education, began in 1958 a File of the Languages of the World.

Among the data sought on individual languages are: the most accepted and other variant forms of the name of a language or dialect; its self-designation; the number and location of speakers; the countries in which a certain language is considered official; the kinship within family, group, cluster, etc.; and the manner of writing, if the language has a written form. On tongues less known and less commonly taught, names of persons competent in them, places of instruction, location of samples of writing and recordings, and availability of teaching aids, dictionaries, etc. are noted. Such an ambitious undertaking will require a great deal of time and effort and the collaboration of many experts in certain areas, but it is hoped that the result will be an inventory which will be especially useful to scholars and business and government agencies having world-wide responsibilities.

The immediate aim is to perfect the existing Archives and bring them to a state where they may yield the desired information. Then they will be placed under some permanent custodianship with the functions of filling the lacunae as far as possible and keeping track of the constant changes.

As a first step in this direction, the U. S. Office of Education, through its Language Development Section headed by Dr. Kenneth W. Mildenberger, awarded, under Public Law 85-864, a one-year contract to George Washington University to work on the project. Dr. Siegfried H. Muller, professor and chairman of the Department of General Language at Adelphi College, on partial leave from this institution, was Director of the project until January 31, 1961. Dr. James C. King, associate professor of German at George Washington University, was then designated to direct it until June 30, 1961. Indiana University has been awarded a contract to work on the project during Fiscal Years 1962 and 1963. Professor Carl Voegelin will be the Director.

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COURSES OFFERED BY THE OFFICE OF CIVIL AND DEFENSE
MOBILIZATION

The Office of Civil and Defense Mobilization (OCDM) has announced the schedule of resident courses to be given by its Staff College and its Chemical, Biological and Radiological Defense School (CBRDS) during FY 1962. All courses scheduled to be given by the Staff College are listed. The two identified with an asterisk and dates will be given in Washington, D. C. since they are primarily for Federal officials. The remaining courses in the list will be at the College in Battle Creek, Michigan.

Titles of courses are:

Emergency Management of Resources	11-15 Sep 61
Religious Affairs Course	18-21 Sep 61
Elements of Civil and Defense Mobilization	18- 22 Sep 61
Civil Defense Planning	25-29 Sep 61
Industry Defense and Mobilization	25-29 Sep 61
Operations Exercise Monitoring Seminar	9-13 Oct 61
Staff College Manpower Seminar	30 Oct - 3 Nov 61
Emergency Food Seminar	11-15 Dec 61
Emergency Stabilization Measures	8-12 Jan 62
Civil Defense in Local Disasters	26 Feb - 2 Mar 62
*Federal Emergency Planning and Operations	12-16 Mar 62
*Federal Action in Major Disasters	19-21 Mar 62
Health Mobilization	16-20 Apr 62
Emergency Water Resources Seminar	4-8 Jun 62

The CBRDS has three courses on its schedule:

Radiological Monitoring for Instructors	
6 Nov - 10 Nov 61	2 Apr - 6 Apr 62
26 Feb - 1 Mar 62	14 May - 18 May 62

Radiological Defense - Officer	
13 Nov - 17 Nov 61	9 Apr - 13 Apr 62
5 Mar - 9 Mar 62	21 May - 25 May 62

CBR Defense Orientation for Executives	
18 Sep - 22 Sep 61	7 May - 11 May 62

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CONFERENCES FOR CORPORATION EXECUTIVES - SAIS

The School of Advanced International Studies of Johns Hopkins University has announced its schedule of Conferences for Corporation Executives for the Academic Year 1961-62. All meetings will be held in the Hotel Statler, Washington, D. C.

Conferences are for executives who have responsibilities in the field of international business. They include reviews of developments in trade, investments and industry in critical geographic areas. Guest lecturers are officials in the United States Government, representatives of foreign governments, labor leaders, and business executives.

Employees of the Agency attend on a non-participating basis, as guests of the Foreign Services Educational Foundation, which is affiliated with SAIS. The Agency has a quota at each conference. Applications must be in the office of C/External Training Branch/RS/TR at least two weeks before the date of each conference. C/ETB notifies TO's of an applicant's acceptance.

Schedule:

U. S. Business in Western Europe 7-8 November 1961

A review of recent trends and events in Western Europe and their impact on U. S. Business Operations.

Recent Developments in Latin America 16-17 January 1962

A survey of the current situation in this area of vital importance to the U. S.

U. S. Foreign Aid Program 6-7 March 1962

A discussion of the evolution and development of U. S. foreign aid and its significance to American business.

Business Outlook in South and Southeast Asia 9-10 May 1962

An analysis of recent developments in South and Southeast Asia and their effect on American business interests in the area.

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AMERICAN MANAGEMENT ASSOCIATION PUBLICATIONS

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One or two copies of each report listed below are in the Registrar's office and are available on a loan basis. Call [REDACTED] extension [REDACTED] if you are interested in any of these publications.

Shaping a New Concept of Administrative Management

The Employment Interview

Defense Marketing in the 1960's

Top Management Committees

Sources and Methods of International Financing

Data Systems for Military Packaging

INSTITUTE ON ELECTRONICS IN MANAGEMENT - THE AMERICAN UNIVERSITY

The School of Government and Public Administration of the American University will conduct its Eighth Institute on Electronics in Management from 30 October through 3 November 1961. Institute sessions will be held daily from 9:00 a. m. to 4:30 p. m. at the downtown center of the University, 1901 F St.

The Institute is for executives, management specialists, and ADP personnel. Its purpose is to report and evaluate current developments in automatic data processing systems.

Topics include:

Integrated Data Systems

Communication Equipment and Systems

Automatic Programming and Common Language

Advanced Management Information Systems

Source Data Automation

Automatic Character Reading Experience

Information Storage and Retrieval: Theory, Methods, and Equipment

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INSTITUTE ON ELECTRONICS IN MANAGEMENT (Cont'd)

Management of ADP Centers
Computers and Management Science
Computer Research Developments

In addition, workshop sessions will take up:

Equipment Analysis and Selection
Procedures and Systems Design
Problems and Aids in Programming
Personnel Selection, Training and Classification

Related institutes which have been scheduled by AU for 1961-62 are:

Fourth Institute on Information Storage & Retrieval 12-16 Feb 62
Seventh Institute on Research and Development Admininstration
16-20 Oct 61
Ninth Institute on Records Management 14-25 May 62

Additional information about these institutes will be published as it becomes available.

NATIONAL SCIENCE FOUNDATION SPONSORS FELLOWSHIP PROGRAMS

The National Science Foundation (NSF) has seven fellowship programs in operation. These programs provide support to scientists and science teachers in study programs or scientific work designed to meet their individual needs.

Graduate Fellowships are awarded to candidates for master's or a more advanced degree in science, mathematics or engineering. There are three categories: First Year, Intermediate, and Terminal Year and stipends begin at \$1800. Married students normally receive \$500 for each dependent for a 12-month fellowship. Tuition and required fees are also paid by NSF.

Cooperative Graduate Fellowships are similar to the Graduate Fellowship except that certain aspects of the program are administered jointly by the cooperating institutions and the NSF. Candidates apply to the institutions at which they propose to study.

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NATIONAL SCIENCE FOUNDATION (Cont'd)

Postdoctoral Fellowships are intended for scientists who have recently received a doctoral degree and desire additional advanced training. These awards support 6 to 24 months of advanced study. Fellows studying under a 12-month tenure receive an annual stipend of \$4,500. Married Fellows may also receive allowances of \$500 for each dependent.

Senior Postdoctoral Fellowships are awarded to scientists who are at least five years beyond the doctoral degree. The Awards provide an opportunity for highly specialized study and research during a period of leave. The program is flexible and can be adjusted to individual needs. Tenures from 3 months to 2 years are available. Stipends will be individually computed--not to exceed \$15,000 for a 12-month tenure.

The other programs are Summer Fellowships for Graduate Teaching Assistants, Science Faculty Fellowships, and Summer Fellowships for Secondary School Teachers.

Further information about these NSF Fellowships may be obtained from the Registrar's office.

DATA PROCESSING AND MANAGEMENT INFORMATION SYSTEMS COURSE

American Management Association's Data Processing and Management Information Systems Course is offered in three options. Each option is tailored to the needs of a specific group of executives.

Option A, "Fundamentals of Data Processing for Non-Data Processing Executives," is designed for top management executives and gives them a solid background in data processing planning. Option B, "Basic Data Processing Management," is for those executives who have primary responsibility for data processing and information system design and operation. Option C, "Advanced Management Information and Control Systems" is for top-level, experienced data processing and systems executives. Emphasis is placed on the latest methods and procedures for designing an integrated, over-all company information system.

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DATA PROCESSING (Cont'd)

The next course will be conducted at Saranac Lake, New York, on 21-25 August 1961. Course outlines of the three options are available in the Registrar's office.

ADP ORIENTATION - U. S. CIVIL SERVICE COMMISSION

The U. S. Civil Service Commission will conduct an Automatic Data Processing Orientation from 5 to 8 September 1961 in the General Accounting Office Auditorium, 4th and G Streets, N. W. It is designed for those persons at and above grade GS-11 (or equivalent) who are serving in management fields or programs.

This orientation will provide a general exposure to management uses and potentialities of computer systems. Since the technical aspects of ADP will not be stressed, prior familiarity with computer technology is not necessary.

The Registrar's deadline for receiving requests to attend this orientation is 16 August.

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REGISTRATION DATES - FALL SEMESTER - LOCAL SCHOOLS AND UNIVERSITIES

Dates for registering at local schools for fall semester courses are as follows:

American University	14 - 16 Sep
Catholic University	
Undergraduate	25 - 26 Sep
Graduate	27 - 30 Sep
Department of Agriculture	
Graduate School	9 - 16 Sep
Georgetown University	18 - 20 Sep
George Washington University	21 - 23 Sep
Howard University	
Undergraduate	
New Students	8 - 12 Sep
Old Students	12 - 13 Sep
Graduate	12 Sep
University of Maryland	18 - 22 Sep
Montgomery Junior College	11 - 12 Sep
School of Advanced International Studies	25 Sep
Southeastern University	
Freshmen	14 Aug - 1 Sep
Upperclassmen	30 Aug - 6 Sep
University of Virginia, N. Va. Center	28 Aug - 22 Sep

Reminder

In order that C/External Training Branch can complete procedures for registering employees in Agency-sponsored courses at these institutions, requests for sponsorship (Form 136) should be sent to the Registrar at least four weeks before the registration date.

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PROFESSIONAL MEETINGS AND CONFERENCES

International Hypersonics Conference, Cambridge, Mass.,
21-23 August 1961 (F. Ridell, Avco Research Lab, Wilming-
ton, Mass.)

American Congress of Physical Medicine & Rehabilitation, Cleve-
land, Ohio, 27 August - 1 September 1961 (D. Augustin, 30 N.
Michigan Ave., Chicago, Ill.)

Oak Ridge Inst. of Nuclear Studies (8th annual summer sympo-
sium), Gatlinburg, Tenn., 28-30 August 1961

American Asso. of Clinical Chemists, New York City, N. Y.,
28-31 August 1961 (B. Klein, Kingsbridge V. A. Hospital,
Bronx, N. Y.)

American Mathematical Society, Stillwater, Okla. (66th summer
meeting), 29 August - 1 September 1961 (J. W. Youngs, AMS,
190 Hope St., Providence, R. I.)

Society for Industrial & Applied Mathematics, Stillwater, Okla.,
29 August - 1 September 1961 (G. Kaskey, Remington Rand,
UNIVAC, Blue Bell, Pa.)

American Psychological Asso., New York City, N. Y., (69th
annual), 31 August - 6 September 1961 (J. G. Darley, 1333
16th St., Washington, D. C.)

American Chemical Society (140th meeting), Chicago, Ill.
3-9 September 1961 (A. T. Windstead, 1155 16th St.,
Washington, D. C.)

Transmission and Processing of Information (intern. symp.),
Boston, Mass., 6-8 September 1961 (R. M. Fano, Research
Lab. of Electronics, Mass. Inst. of Technology, Cambridge,
Mass.)

Marine Sciences Instrumentation (symp.), Woods Hole, Mass.,
11-15 September 1961 (D. D. Ketchum, Oceanographic Inst.,
Woods Hole)

Academy of Political Science, New York City, N. Y., 28 November
1961 (Mary Anger, Columbia Univ., New York)

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BASIC RADIOLOGICAL HEALTH COURSE - PUBLIC HEALTH SERVICE

A course in Basic Radiological Health, sponsored by the Public Health Service's Division of Radiological Health, will be given at the Radiological Health Laboratory in Rockville, Maryland during the two weeks--23 October - 3 November. It will cover the basic nuclear physics necessary for a technical understanding of radiological problems in public health work, major sources of radiation exposure, modes of radiation injury, and units and terminology associated with this field.

This same course will be given at the Southwestern Radiological Health Laboratory, Las Vegas, Nevada, 11-22 September; at the Southeastern Radiological Health Laboratory, Montgomery, Alabama, 4-15 December; and at the Robert A. Taft Sanitary Engineering Center, Cincinnati, Ohio, 9-20 October.

INDUSTRIAL EXHIBIT OPEN TO PUBLIC

A permanent exhibit has been designed by the Philco Corporation and is now open to the public. It is located at 808 17th Street and is open daily, from 9:00 a.m. to 6:00 p.m. Included in the exhibit are a replica of the communications satellite Courier, educational TV equipment, and various types of transistors.

CONFERENCE ON APPLICATION OF DIGITAL COMPUTERS TO AUTOMATED INSTRUCTION

A conference on the Application of Digital Computers to Automated Instruction will be held on 10, 11, and 12 October 1961. It will be jointly sponsored by the Personnel and Training Research Branch and the Information Systems Branch of the Office of Naval Research and by the System Development Corporation of Santa Monica, California. The conference will be held in the Department of the Interior auditorium on C Street, between 18th and 19th Streets, N. W., in Washington, D. C.

The objective of the program is to bring together scientists and educators interested in exploiting the potentialities of the digital computer for instructional purposes. A group of related papers will be presented to indicate work currently in progress, suggested areas for development, and opinions as to the boundaries of application.

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CONFERENCE ON APPLICATION OF DIGITAL COMPUTERS TO
AUTOMATED INSTRUCTION (Cont'd)

Attendance is open to technical personnel. For further information on registration, call Chief/External Training Branch,
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INTERAGENCY TRAINING PROGRAMS

The Interagency Training Programs Bulletin for Fall 1961-62, published by the U. S. Civil Service Commission, will be issued during August. Copies will be distributed from the Registrar's Office to all Training Officers.

In addition to those which were included in previous issues of the Bulletin, a number of new courses have been added. The title and sponsoring agency of some of the new courses are:

A Graphic Presentation on the Federal Civil Service Management Statistics	CSC BOB
Emergency Management of Resources	OCDM
Training Methods	HEW
Preparation and Use of Training Aids	HEW
Applications of Automatic Data Processing to Personnel Management	CSC
Financial Management Conference	CSC
Civil Defense Planning	OCDM
Engineering Management of Nuclear Emergencies	HEW
Training Aids and Methods Institute	CSC
Statistical Quality Control	BOB
Automatic Data Processing in Supply Activities	CSC
Occupational Radiation Protection	HEW
Automatic Data Processing in Technical Libraries	CSC
Staff College Manpower Seminar	OCDM
Financial Management for Executives	CSC
International Trade Expansion Seminar	State
Medical X-Ray Protection	HEW
Emotional Problems in a Work Environment	CSC
Senior Seminar in Operations Research	CSC
Automatic Data Processing in Financial Management	CSC

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INTERAGENCY TRAINING PROGRAMS

Advanced Placement and Employee- Management Relations	AF
The Older Worker in the Federal Service	CSC
Basic Course in Employee Development	CSC

AF	Air Force
CSC	Civil Service Commission
BOB	Bureau of the Budget
OCDM	Office of Civil Defense Mobilization
HEW	Department of Health, Education and Welfare
State	Department of State

NATIONAL DEFENSE EDUCATION ACT STIMULATES FOREIGN
LANGUAGE STUDY

Foreign language study received vital stimulus from passage of the National Defense Education Act two years ago. More than \$21,000,000--half of it in federal funds--has been invested in instructional equipment and materials, according to the U. S. Office of Education. A measure of the Act's success in arousing interest and action is the fact that early in 1961 more than 2,500 electronic language laboratories were in use (two years ago there were just sixty-four). Student interest is indicated by the 20 per cent of all public high school students enrolled in modern foreign language classes in the 1959-60 academic year; the previous year the figure was 16.5 per cent. The biggest block to more rapid expansion of foreign language study--especially at the elementary level--remains, says the U. S. Office of Education, the shortage of qualified teachers.

From Saturday Review, May 20, 1961

MODERN FOREIGN LANGUAGE FELLOWSHIP AWARDS

Under the National Defense Education Act the Commissioner of Education awarded 764 modern language fellowships to graduate students who are studying 42 foreign languages not commonly

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MODERN FOREIGN LANGUAGE FELLOWSHIP AWARDS (Cont'd)

taught in U. S. institutions. The fellowships provided for study during the summer of 1961, during the 1961-62 academic year, or both.

A total of 611 awards was made in the six languages which the Commissioner had designated as of critical importance to the Nation's defense and security: Arabic, Chinese, Hindi-Urdu, Japanese, Portuguese, and Russian. The remaining 153 awards were in 36 other languages designated as of second and third priority in development.

Students receiving awards must give reasonable assurance that after completing their graduate work they plan to teach in college or to employ the language in Government work.

Amount of the academic-year awards includes tuition and required fees, \$2,250 for basic maintenance, \$600 for each dependent, and allowances for travel to and from the fellow's institution. The basic maintenance for summer fellows is \$450 for 8 weeks and \$120 for each dependent.

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Military Reservist ACTIVITIES

In any national emergency it is expected that the majority of the Agency's military reservists will be placed on active duty and that many will be used to fulfill the Agency's requirements. Therefore, it is important that training opportunities be provided which will enable reservists to maintain their proficiencies and to obtain additional skills for the performance of wartime duties.

This Military Reservist Activities Section is included in the Bulletin to inform CIA reservists and their supervisors of available active duty training opportunities and to call attention to other pertinent items of military interest. To facilitate timely planning and arranging of active duty tours, this issue includes a listing of suitable active duty training opportunities thus far announced for fiscal year 1962.

Applications for training tours must be submitted to the Mobilization and Reserve Branch/MMPD. Reservists are again reminded that inasmuch as varying amounts of lead time, with four weeks as a minimum are required by the services, MMPD should be consulted as early as possible before a course is scheduled to begin. Additional information on programs for reservists may be obtained by calling extension [REDACTED] ^{25X1A}

INTERNAL

Two special courses, Counterguerrilla Warfare and Strategic Intelligence, have been organized by the Reserve Active Duty Training Committee. The Counterguerrilla Warfare Course was developed in collaboration with the Special Warfare Center, Ft. Bragg, N. C., and the pilot presentation was held in June 1961. The Strategic Intelligence Course makes use of material from

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INTERNAL (Cont'd)

the Army's Strategic Intelligence School as well as selected material from Agency sources. Both courses are conducted at a training site away from Headquarters. Future starting dates are:

Counterguerrilla Warfare	6 Nov 61, 5 Mar 62, 7 May 62
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Strategic Intelligence	2 Oct 61, 5 Feb 62, 3 Jun 62
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DEPARTMENT OF DEFENSE

Special Warfare Orientation Course: This two-week course, designed to familiarize reservists with Special Forces operations in the fields of guerrilla warfare, counterguerrilla warfare, psychological warfare, and air-maritime operations, will be conducted at the Special Forces School, Ft. Bragg, North Carolina on 28 August and 18 September 1961.

National Security Seminars (formerly National Resources Conf.
--sponsored by Industrial College of the Armed Forces)

<u>Location</u>	<u>Starting date</u>
Charleston, South Carolina	6 Nov 61
Baltimore, Maryland	7 May 62

Defense Atomic Support Agy, Sandia Base, New Mexico

9-G-F20	Nat. Atomic Weapons Capabilities (formerly WEF)	10 Sep, 24 Sep, 26 Nov, 7 Jan, 11 Mar, 1 Apr
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DEPARTMENT OF THE ARMY

<u>Course</u>	<u>Starting date</u>
Chemical Corps School, Ft. McClellan, Ala.	
3-A-C9 Chemical Officer Refresher	3 Jun

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DEPARTMENT OF THE ARMY (Cont'd)

<u>Course</u>	<u>Starting date</u>
<u>Engineer School, Ft. Belvoir, Va.</u>	
5-A-C11 Eng Field Grade Officer Refresher	17 Jun
<u>Artillery & Missile School, Ft. Sill, Okla.</u>	
6-A-C11 FA Field Grade Officer Refresher	4 Mar
6-A-F20 Nuc. Weapons Employment	1 Apr, 17 Jun
<u>Infantry School, Ft. Benning, Ga.</u>	
7-A-C8 Infantry Field Grade Officer Refresher	22 Oct, 4 Feb, 17 Jun
7-A-F20 Nuc. Weapons Employment	4 Feb
<u>Medical Service School, Brooke Army Medical Ctr, Ft. Sam Houston, Texas</u>	
8-A-C10 AMEDS Co. Grade Officer Refresher	24 Sep, 28 Jan
8-A-C11 AMEDS Field Grade Officer Refresher	24 Sep, 28 Jan
<u>Walter Reed Inst. of Research, Walter Reed Army Medical Ctr, Washington, D. C.</u>	
8-A-F7 Military Medical Refresher	14 Apr
<u>Ordnance School, Aberdeen Proving Grounds, Md.</u>	
9-A-C9 Ordnance Officer Refresher	10 Sep, 25 Mar, 3 Jun
9-A-F10 Sr Ordnance Officer GS and Nuc. Wpns Logistics	8 Oct, 26 Nov, 7 Jan, 17 Jun

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DEPARTMENT OF THE ARMY (Cont'd)

<u>Course</u>		<u>Starting date</u>
<u>Ordnance GM School, Huntsville, Ala.</u>		
9-G-F1	Ordnance GM Mgt Orientation	10 Sep, 8 Oct, 3 Dec, 7 Jan, 4 Feb, 11 Mar, 8 Apr
<u>Quartermaster School, Ft. Lee, Va.</u>		
10-A-C9	Quartermaster Officer Refresher	4 Feb, 17 Jun
<u>Signal School, Ft. Monmouth, N. J.</u>		
11-A-C9	Signal Officer Refresher	10 Sep, 21 Jan, 3 Jun
<u>Finance School, Ft. Benjamin A. Harrison, Ind.</u>		
14-B-C9	Finance Officer Refresher	20 May
<u>Armor School, Ft. Knox, Kentucky</u>		
17-A-C8	Armor Field Grade Officer Refresher	8 Oct, 4 Feb, 8 Apr
17-A-F20	Nuc. Weapons Employment	1 Oct, 15 Oct
<u>The Judge Advocate General's School, Charlottesville, Va.</u>		
18-A-C9	Judge Advocate Officer Refresher	27 May, 10 Jun
<u>The Provost Marshall General's School, Ft. Gordon, Ga.</u>		
19-I-F2	Physical Security	1 Oct, 3 Dec, 25 Feb, 1 Apr
19-A-F4	Correctional Administration	14 Jan
19-G-F8	Industrial Defense & Disaster Plg.	1 Oct, 14 Jan

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DEPARTMENT OF THE ARMY (Cont'd)

<u>Course</u>	<u>Starting date</u>
<u>The Provost Marshall General's School, Ft. Gordon, Ga. (Cont'd)</u>	
19-D-F9 US Army Missile Site Security	10 Sep, 22 Oct, 14 Jan, 13 May
<u>Transportation School, Ft. Eustis, Va.</u>	
55-A-C9 Transportation Officer Refresher	10 Jun
55-B-F7 Air Transportability Planning	10 Sep, 22 Oct, 4 Mar, 15 Apr
<u>Command & General Staff College, Ft. Leavenworth, Kansas</u>	
250-A-F4 Special Orientation Officer	10 Jun
250-A-F2 Senior Officer Nuc. Weapons Employ.	22 Oct, 5 Nov, 26 Nov, 10 Dec, 11 Feb, 25 Feb
<u>Army Logistics Mgt Center, Ft. Lee, Va.</u>	
400-G-F18 Army Logistics Mgt Development	10 Sep, 8 Oct, 5 Nov

DEPARTMENT OF THE NAVY

<u>Course</u>	<u>Starting date</u>
<u>Air Intelligence</u>	
Adv. Photo. Intell/Radar Analysis, USN Intell. Center, Washington, D. C.	1st and 3rd Monday in each month
AI. 2 Basic Photo. Intell., Naval Station, Washington, D. C.	4 Jun
AI. 3 Adv. Photo. Intell., NAS, Norfolk, Virginia	5 Feb
AI. 4 Basic Radar Analysis, NAS, Nor- folk, Virginia	8 Jan, 18 Jun

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DEPARTMENT OF THE NAVY (Cont'd)

<u>Course</u>	<u>Starting date</u>
AI. 5 Special Weapons, Naval Station, Washington, D. C.	30 Apr
AI. 10 Adv. Air Intell., Naval Station, Washington, D. C.	12 Mar
AI. 17 Adv. Radar Analysis, Naval Station, Washington, D. C.	5 Mar

Amphibious Warfare

S. 1	Indoctrination, Amphibious Base, Little Creek, Va.	Each Monday
A. I	Basic Air Support, Amphibious Base. Little Creek, Va.	9 Oct, 5 Feb, 5 Mar

Atomic, Biological & Chemical Warfare

Phase I	Naval Base, Philadelphia, Pa.	11 Sep, 9 Oct, 6 Nov, 4 Dec, 15 Jan, 12 Feb, 12 Mar, 9 Apr
Phase II	Naval Base, Philadelphia, Pa.	25 Sep, 23 Oct, 20 Nov, 29 Jan, 26 Feb, 26 Mar, 23 Apr, 21 May

Electronics Supply

3105 Designators only, Great Lakes Naval 14 May
Trg. Station

Guided Missiles

Indoctrination Course, Dam Neck, Virginia Beach, Va. 1st Monday of each quarter

Industrial Relations Institute

Pentagon Annex, Washington, D. C. 13 May

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DEPARTMENT OF THE NAVY (Cont'd)

<u>Course</u>	<u>Starting date</u>
<u>Intelligence Refresher Trg</u>	
Naval Station, Washington, D. C.	To be announced
<u>Law Seminars</u>	
East Coast, Great Lakes Naval Trg Station	11 Jun
Gulf Coast, Naval Station, New Orleans, La.	19 Feb
<u>Mine Warfare</u>	
Naval School, Charleston, S. C.	2 Oct, 30 Oct, 27 Nov, 8 Jan, 5 Feb, 5 Mar, 2 Apr, 7 May
<u>Operational Communications</u>	
C. I. General, USN Amphibious Base, Little Creek, Va.	6 Oct, 4 Dec, 5 Feb, 2 Apr, 4 Jun
<u>Operational Intelligence</u>	
I. 1 Basic, USN Amphibious Base, Little Creek, Va.	11 Sep, 6 Nov, 4 Dec, 8 Jan, 12 Mar, 23 Apr, 18 Jun
I. 2 Advanced, Little Creek, Va.	25 Sep, 20 Nov, 22 Jan, 26 Feb, 26 Mar, 4 Jun
I. 3 Beach, Little Creek, Va.	9 Oct, 5 Feb, 9 Apr
I. 4 Techniques & Doctrine, Little Creek, Va.	23 Oct, 14 May

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DEPARTMENT OF THE NAVY (Cont'd)

<u>Course</u>	<u>Starting date</u>
<u>Research Reserve Seminars</u>	
Electronic Computers, Stewart Field, Newburgh, N. Y.	2 Apr
Nuclear Sciences, Brookhaven Nat. Lab, Upton, Long Island, N. Y.	17 Sep
Nuclear Sciences, Oak Ridge, Tenn.	26 Nov
Submarine & Diving Medicine, New London, Conn.	18 Mar
Seminar on Naval Weapons, NAS, Norfolk, Va.	16 Oct
Seminar on Weapons (East Coast), Bureau Weapons, Washington, D. C.	18 Sep, 26 Feb
Seminar on Guided Missiles, Bureau of Weapons, Washington, D. C.	30 Oct, 29 Jan, 7 May
Research Administration, Office of Naval Research, Washington, D. C.	4 Jun

Training Devices

Training Device Ctr, Pt. Washington, Long Island, N. Y.	12 May, 10 Jun
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Weapons Research and Development

Applied Research in Wpns, Naval Weapons Lab, Dahlgren, Va.	2 Oct
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DEPARTMENT OF THE AIR FORCE

<u>Course</u>	<u>Starting date</u>
<u>Comptrollership</u>	
ORR 0051 Sheppard Air Force Base, Texas	31 Oct, 20 Feb

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DEPARTMENT OF THE AIR FORCE (Cont'd)

<u>Course</u>	<u>Starting date</u>
<u>Ground Electronics</u>	
ORR 3044 Keesler Air Force Base, Mississippi	24 Oct
<u>Aircraft Maintenance</u>	
ORR 4344 Chanute Air Force Base, Illinois	3 Oct
<u>Air Intelligence</u>	
ORR 8054 Sheppard Air Force Base, Texas	7 Nov, 30 Jan 13 Mar

MMPD has cautioned that in view of the increasing difficulty of obtaining profitable active duty training for the large number of Air Force reservists in the Agency and the limited quotas available from Air Force schools, priority will be given to those who plan to utilize the school tour as their annual tour of active duty. For Air Force schools, applications must be forwarded to MMPD at least forty-five days prior to class entry dates.

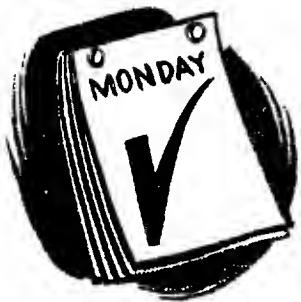
U. S. MARINE CORPS

Training opportunities for Marine reservists in the Agency were announced in the publication, Reserve Marine. Copies have been distributed to these reservists, but if additional information is needed, the Mobilization and Reserve Branch/MMPD should be contacted.

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Registrar's REMINDERS

Dates of OTR Courses for the remainder of 1961 are listed. An asterisk is used in any change in date from one announced in the June Bulletin.

Applications are sent to the Registrar through Training Officers who will notify the applicant of acceptance in a course. Close of registration is the Wednesday before the class begins.

	<u>COURSES</u>	<u>DATES OF COURSES</u>
25X1A6a	Administrative Procedures (Full-time 120 hrs) 136 [REDACTED] (Indicate Phase)	14 Aug - 1 Sep 16 Oct - 3 Nov
	Anti- Communist Operations (Part-time 80 hrs) 0830 - 1230 2103 Alcott	30 Oct - 24 Nov
25X1A6a	Budget and Finance Procedures (Full-time 80 hrs) 132 [REDACTED]	11 Sep - 22 Sep 13 Nov- 24 Nov
	CIA Review (Part-time 2 hrs) 117 Central (Form 73 is not required. Register with TO)	8 Aug 12 Sep 10 Oct 14 Nov 12 Dec

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<u>COURSES</u>	<u>DATES OF COURSES</u>
Clerical Refresher Program (Part-time 20 to 30 hrs) 508, 1016 16th Street Pre-test for Shorthand on the Thursday before beginning date of course. Hours for test: 0930 - 1100	11 Sep - 6 Oct 16 Oct - 10 Nov 20 Nov - 15 Dec
Communist Party Organization & Operations (Part-time 80 hrs) 0830 - 1230 2103 Alcott	2 Oct - 27 Oct 27 Nov - 22 Dec
Conference Techniques (Part-time 24 hrs) Mon, Wed 0930 - 1130 2027 R&S	23 Oct - 29 Nov
Dependents Briefing (Part-time 6 hrs) 117 Central	5 Sep - 6 Sep 3 Oct - 4 Oct 7 Nov - 8 Nov 5 Dec - 6 Dec
Effective Speaking (Part-time 24 hrs) Mon, Wed 0930 - 1130 2027 R&S	11 Sep - 18 Oct 4 Dec - 22 Jan 62
Intelligence Orientation (Full-time 120 hrs) R&S Auditorium Indicate phase	11 Sep - 29 Sep 6 Nov - 24 Nov
Intelligence Research - Maps & Photo- Interpretation (Part-time 45 hrs) M-W-F 0900 - 1200 2027 R&S	2 Oct - 3 Nov

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COURSESDATES
OF COURSES

Intelligence Review (Full-time 80 hrs) R&S Auditorium	2 Oct - 13 Oct
Management (Part-time 40 hrs) 0830 - 1230 155 [REDACTED] GS 11-13	11 Sep - 22 Sep
GS 14 and above	23 Oct - 3 Nov
Operations Support (Full-time 200 hrs) 136 [REDACTED]	11 Sep - 13 Oct 13 Nov - 15 Dec
Supervision (Part-time 40 hrs) 0830 - 1230 155 [REDACTED] GS 5-9	25 Sep - 6 Oct 20 Nov - 24 Nov (Full-time 40 hrs)
GS 10 and above	4 Dec - 15 Dec
Survey of Supervision and Management (Part-time 20 hrs) 0830 - 1230 155 [REDACTED]	13 Nov - 17 Nov
Writing Workshops (Part-time 28 hrs) T & Th 0830 - 1200	
Basic	5 Sep - 28 Sep* 21 Nov - 14 Dec*
Intermediate (Intermediate--DDS only) 5 Sep - 28 Sep & DDS Special (GS-15 & above)	21 Nov - 14 Dec* 24 Oct - 16 Nov*
Pretests for Interm Workshop: 21 Aug & 6 Nov (1330 hrs, 1331 R&S)	

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<u>COURSE</u>	<u>DATES</u> <u>OF COURSE</u>
USSR - Basic Country Survey (Full-time 80 hrs) 2241 R&S	30 Oct - 10 Nov

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OPERATIONS COURSES

<u>CODE</u>		<u>DATES OF COURSES</u>
<u>402</u> (Full-time) 240 hrs		11 Sep - 20 Oct
407 (Part-time) 60 hrs		25 Sep - 13 Oct 27 Nov - 15 Dec
409 (Full-time) 80 hrs		18 Sep - 29 Sep 27 Nov - 8 Dec
<u>416</u> (Full-time) 160 hrs		21 Aug - 15 Sep 20 Nov - 15 Dec
417 (Full-time) 120 hrs		11 Sep - 29 Sep 23 Oct - 10 Nov*
418 (Part-time) 4 1/2 hrs		1 Nov & 13 Dec
420 (Full & Part-time) 80 hrs		11 Sep - 29 Sep 30 Oct - 17 Nov
<u>425</u> (Full-time) 160 hrs		9 Oct - 3 Nov
427 (Part-time) 40 hrs - (afternoons)		13 Nov - 24 Nov
428 (Full-time) 80 hrs		9 Oct - 20 Oct 4 Dec - 15 Dec
429 (Part-time) 60 hrs		2 Oct - 20 Oct 27 Nov - 15 Dec
436 (Full-time) 160 hrs		23 Oct - 17 Nov
<u>439</u> (Full-time) 160 hrs		30 Oct - 22 Nov
442 (Full-time) 80 hrs		23 Oct - 3 Nov

25X1A The underlined codes designate courses which are conducted [REDACTED] 25X1A
 [REDACTED] Registration for these closes two weeks before the starting date; for others it is one week (with exception of 436, which requires four weeks).

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LANGUAGE COURSES

Applications are sent to the Registrar through Training Officers. Students who intend to take one or more phases of a course must submit an application for each phase and may submit all applications when they first apply. Registration closes two weeks before the course begins.

<u>COURSES</u>	<u>DATES OF COURSES</u>
<u>Full-time</u>	
Arabic (Basic) RSW 1600 hrs (Lebanese-Palestinian Dialect)	16 Oct 61 - 17 Aug 62
Chinese (Basic) RSW 1600 hrs	25 Sep 61 - 27 Jul 62
Chinese (Intermediate) RSW 1600 hrs	11 Sep 61 - 27 Jul 62
Chinese (Advanced) RW 1820 hrs	18 Sep 61 - 17 Aug 62
French (Basic) RSW 800 hrs	18 Sep 61 - 16 Feb 62
French (Intermediate) RSW 400 hrs	25 Sep 61 - 1 Dec 61
German (Basic) RSW 800 hrs	18 Sep 61 - 16 Feb 62
German (Intermediate) RSW 400 hrs	25 Sep 61 - 1 Dec 61
Persian (Basic) RSW 960 hrs	18 Sep 61 - 16 Mar 62
Russian (Basic) RSW 1600 hrs	2 Oct 61 - 3 Aug 62
Russian (Intermediate) RSW 520 hrs	9 Oct 61 - 19 Jan 62

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LANGUAGE COURSES (Cont'd)

<u>COURSES</u>	<u>DATES OF COURSES</u>
Spanish (Basic) RSW 800 hrs	18 Sep 61 - 16 Feb 62
<u>Part-time</u>	
Albanian (Basic) 90 hrs Reading - Ph I Three 2-hr classes a week	2 Oct 61 - 26 Jan 62
Arabic - Classical (Basic) 160 hrs Reading Two 2-hr classes a week	2 Oct 61 - 20 Jul 62
Arabic (Workshop) 60 hrs Reading One 3-hr class a week	9 Oct 61 - 9 Mar 62
Bulgarian (Basic) 90 hrs Reading - Ph I Three 2-hr classes a week	2 Oct 61 - 26 Jan 62
Bulgarian (Intermediate) 90 hrs Reading - Ph I Three 2-hr classes a week	2 Oct 61 - 26 Jan 62
Chinese (Basic) 120 hrs RSW - Ph I Three 2-hr classes a week	11 Sep 61 - 9 Feb 62
Chinese (Basic) 120 hrs RSW - Ph II Three 2-hr classes a week	11 Sep 61 - 9 Feb 62
Chinese (Basic) 120 hrs Reading - Ph II Three 2-hr classes a week	11 Sep 61 - 9 Feb 62

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LANGUAGE COURSES (Cont'd)

<u>COURSES</u>	<u>DATES OF COURSES</u>
Chinese (Basic) 120 hrs Reading - Ph III Three 2-hr classes a week	11 Sep 61 - 9 Feb 62
Czech (Basic) 90 hrs RSW - Ph I Three 2-hr classes a week	2 Oct 61 - 26 Jan 62
East European Languages 60 hrs (Albanian, Bulgarian, Czech, Hungarian, Polish, Serbo-Croatian) Workshop - Reading One 3-hr class and one 1-hr class a week	2 Oct 61 - 26 Jan 62
French (Basic) 100 hrs RSW - Ph I Five 2-hr classes a week	2 Oct 61 - 8 Dec 61
French (Intermediate) 60 hrs RSW - Ph I Three 2-hr classes a week	2 Oct 61 - 8 Dec 61
French (Intermediate) 60 hrs RSW - Ph II Three 2-hr classes a week	2 Oct 61 - 8 Dec 61
French (Basic) 60 hrs Reading Three 2-hr classes a week	2 Oct 61 - 8 Dec 61
German (Basic) 120 hrs RSW - Ph I Three 2-hr classes a week	18 Sep 61 - 16 Feb 62
German (Basic) 120 hrs RSW - Ph II Three 2-hr classes a week	18 Sep 61 - 16 Feb 62

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LANGUAGE COURSES (Cont'd)

<u>COURSES</u>	<u>DATES OF COURSES</u>
German (Intermediate) 120 hrs RSW - Ph I Three 2-hr classes a week	2 Oct 61 - 2 Mar 62
German (Basic) 60 hrs Reading - Ph II Three 2-hr classes a week	18 Sep 61 - 24 Nov 61
Hungarian (Basic) 90 hrs Reading - Ph I Three 2-hr classes a week	2 Oct 61 - 26 Jan 62
Italian (Basic) 100 hrs RSW - Ph I Five 2-hr classes a week	2 Oct 61 - 8 Dec
Italian (Intermediate) 60 hrs RSW - Ph I Three 2-hr classes a week	2 Oct 61 - 8 Dec 61
Italian (Intermediate) 60 hrs RSW - Ph II Three 2-hr classes a week	2 Oct 61 - 8 Dec 61
Italian (Basic) 60 hrs Reading Three 2- hr classes a week	2 Oct 61 - 8 Dec 61
Japanese (Basic) 120 hrs RSW - Ph III Three 2-hr classes a week	25 Sep 61 - 23 Feb 62
Japanese (Basic) 120 hrs RSW - Ph I Three 2-hr classes a week	25 Sep 61 - 23 Feb 62
Japanese (Intermediate) 120 hrs RSW - Ph II Three 2-hr classes a week	25 Sep 61 - 23 Feb 62

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LANGUAGE COURSES (Cont'd)

<u>COURSES</u>	<u>DATES OF COURSES</u>
Russian (Inter. Econ. & Polit) 90 hrs Reading - Ph I Three 2-hr classes a week	2 Oct 61 - 26 Jan 62
Russian (Inter. Econ. & Polit.) 90 hrs Reading - Ph II Three 2-hr classes a week	2 Oct 61 - 26 Jan 62
Russian (Basic Special) 200 hrs Reading Five 1-hr classes a week	2 Oct 61 - 3 Aug 62
Russian (Workshop) 160 hrs Reading Two 2-hr classes a week	2 Oct 61 - 3 Aug 62
Russian (Intermediate) 90 hrs Interpreter Three 2-hr classes a week	2 Oct 61 - 26 Jan 62
Russian (Advanced) 90 hrs Interpreter Three 2-hr classes a week	2 Oct 61 - 26 Jan 62
Russian (Intermediate) 45 hrs RSW - Refresher One 3-hr class a week	2 Oct 61 - 26 Jan 62
Russian (Intermediate) 45 hrs Reading - Refresher One 3-hr class a week	2 Oct 61 - 26 Jan 62
Serbo-Croatian (Basic) 90 hrs Reading - Ph I Three 2-hr classes a week	2 Oct 61 - 26 Jan 62
Spanish (Basic) 100 hrs RSW - Ph I Five 2-hr classes a week	2 Oct 61 - 8 Dec 61

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LANGUAGE COURSES (Cont'd)

<u>COURSES</u>	<u>DATES OF COURSES</u>
Polish (Basic) 90 hrs RSW - Ph I Three 2-hr classes a week	2 Oct 61 - 26 Jan 62
Polish (Basic) 90 hrs Reading - Ph I Three 2-hr classes a week	2 Oct 61 - 26 Jan 62
Romanian (Basic) 100 hrs RSW - Ph I Five 2-hr classes a week	2 Oct 61 - 8 Dec 61
Romanian (Intermediate) 60 hrs RSW - Ph I Three 2-hr classes a week	2 Oct 61 - 8 Dec 61
Romanian (Intermediate) 60 hrs RSW - Ph II Three 2-hr classes a week	2 Oct 61 - 8 Dec 61
Romanian (Basic) 60 hrs Reading Three 2- hr classes a week	2 Oct 61 - 8 Dec 61
Russian (Familiarization) 24 hrs Two 1-hr classes a week	2 Oct 61 - 22 Dec 61
Russian (Basic) 120 hrs RSW - Ph I Three 2-hr classes a week	2 Oct 61 - 2 Mar 62
Russian (Basic) 120 hrs RSW - Ph II Three 2-hr classes a week	2 Oct 61 - 2 Mar 62
Russian (Basic) 120 hrs RSW - Ph III Three 2-hr classes a week	2 Oct 61 - 2 Mar 62

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LANGUAGE COURSES (Cont'd)

<u>COURSES</u>	<u>DATES OF COURSES</u>
Russian (Intermediate) 120 hrs RSW - Ph I Three 2-hr classes a week	2 Oct 61 - 2 Mar 62
Russian (Advanced) 90 hrs RSW - Ph I Three 2-hr classes a week	2 Oct 61 - 26 Jan 62
Advanced Russian: Background of Russian--Past and Present 90 hrs (Formerly announced: USSR Integrated) Three 2-hr classes a week	2 Oct 61 - 26 Jan 62
Russian (Intermediate Seminar) 80 hrs RS One 2- hr class a week	2 Oct 61 - 3 Aug 62
Russian (Basic) 90 hrs Reading - Ph I Three 2-hr classes a week	2 Oct 61 - 26 Jan 62
Russian (Basic) 90 hrs Reading - Ph II Three 2-hr classes a week	2 Oct 61 - 26 Jan 62
Russian (Intermediate) 90 hrs Reading - Ph I Three 2-hr classes a week	2 Oct 61 - 26 Jan 62
Russian (Inter. Sci. & Tech) 90 hrs Reading - Ph I Three 2-hr classes a week	2 Oct 61 - 26 Jan 62
Russian (Inter. Sci. & Tech) 90 hrs Reading - Ph II Three 2-hr classes a week	2 Oct 61 - 26 Jan 62

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LANGUAGE COURSES (Cont'd)

<u>COURSES</u>	<u>DATES OF COURSES</u>
Spanish (Intermediate) 60 hrs RSW - Ph I Three 2-hr classes a week	2 Oct 61 - 8 Dec 61
Spanish (Intermediate) 60 hrs RSW - Ph II Three 2-hr classes a week	2 Oct 61 - 8 Dec 61
Spanish (Basic) 60 hrs Reading Three 2-hr classes a week	2 Oct 61 - 8 Dec 61
Russian (Advanced) Seminar 80 hrs RS One 2-hr class a week	2 Oct 61 - 3 Aug 62

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TO : OTR Registrar, 2026 Barton Hall

FROM :

SUBJECT : Survey of Interest in Off-Campus Programs

1. I am interested in enrolling an after-hours course for academic credit to be conducted at the new Headquarters Building beginning with the Spring Semester 1962.

2. I am qualified to pursue academic study under auspices of any of the schools or colleges checked below.

TO REMOVE CUT ALONG THIS LINE

GWU College of General Studies

AU School of International Service

AU School of Government and Public Administration

AU School of Business Administration

Other: _____

3. My preference is for one of these courses:

First Choice:

Second Choice:

(For assistance on being as specific as possible about the preferences above, you may wish to examine appropriate brochures in 2003 Barton Hall or to call [REDACTED] on extension [REDACTED]

25X1A

4. Other employees who may be interested in this same course are:

5. For follow-up on this initial survey, I can be reached on extension _____.

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C-L-A-N-D-E-S-T-I-N-E S-E-R-V-I-C-E-S

CLANDESTINE SERVICES REVIEW

For officers returning from field assignments and for those selected to attend Senior Officer Courses, OTR's Operations School has an eighty-hour Clandestine Services Review Course (CSR), the main objective of which is to bring students up to date on these points:

- a. Role of the Agency in the Intelligence community,
- b. Organization, functions and responsibilities of the Clandestine Services
- c. Capabilities of the Office of the Deputy Director (Support) to support operational activities
- d. Organization of the Office of the Deputy Director (Intelligence) and liaison with the Clandestine Services

In addition to the Agency's role in the intelligence community subjects of the lectures include current governmental policy-making, implementing and coordinating mechanisms in the counterintelligence, covert action, and collection fields.

Guest lecturers are from nearly all major offices in the Agency. Those from DDI offices cover such subjects as "National Security Council", "Formulation of National Estimates", "Photographic Intelligence", and "Exploitation of Overt Sources". They also explain Economic and Geographic Intelligence and the preparation of National Intelligence Surveys.

The role of support is presented by DDS Officers, and among their subjects are "Functions of the Comptroller", "Role of Training", "Personnel Management and Personnel Policies", and "Security in the Agency". Support of operations by the Medical Staff, Office of Logistics, and by the Office of Communications is covered in three separate lectures, one of which includes a display of some of the recent developments in communications equipment.

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CLANDESTINE SERVICES REVIEW (Cont'd)

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In some cases, officers who are not recent returnees may attend the CSR. However, their applications must include a justification for the instruction and must be approved by the Registrar. For additional information on the course, call [REDACTED] the Chief Instructor, on extension [REDACTED]

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The next CSR begins on 18 September 1961.

OPERATIONAL FILMS

A number of films dealing with operational subjects has been produced in past years by OTR's Instructional Services Branch. For the majority of productions, cleared contract directors from the outside were used. Scripts were written by a staff employee. Actors and actresses came from within the Agency. Described

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CLANDESTINE SCIENTIFIC & TECHNICAL OPERATIONS COURSE

Another Clandestine Scientific & Technical Operations Course will be conducted by OTR's Operations School from 23 October through 17 November. Since arrangements for the various field trips and requests for special security clearances must be completed well before the starting date of the course, it is necessary to close registration on 22 September. Training Officers are urged to send applications to the Registrar as soon as possible. Prerequisites for this course are a Top Secret clearance and completion of the Operations Course or equivalent operational experience. Selected material for pre-course reading is available in Room 109 [REDACTED] and students should pick this up when they are notified of acceptance in the course.

25X1A

The course is designed to give students a basic appreciation, in understandable language, of some of the latest advances in world science. Scientific and technical collection responsibilities of the Clandestine Services are emphasized, gaps in this collection are identified, and the special methods and techniques used in collecting this type of intelligence are discussed. Classroom instruction is supplemented by field trips to installations working nuclear energy, biological and chemical warfare, guided missiles, and nuclear-powered submarines.

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The Chief Instructor, [REDACTED] can provide additional details on the content of the course. His extension is [REDACTED]

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OPERATIONS COURSES (Cont'd)

	<u>COURSE</u>	<u>DATES OF COURSES</u>
25X1A	<u>Operations Familiarization</u> (Full-time 240 hrs) [REDACTED]	11 Sep - 20 Oct
	For Clandestine Services personnel and non-CS officers whose responsibilities in support of operations require familiarization with case officer functions. Course gives students a basic understanding of the fundamentals of clandestine operations and a familiarization with basic techniques and methods of operation.	
25X1A	<u>Operations Planning and Management</u> (Full-time 160 hrs) [REDACTED]	30 Oct - 22 Nov
	For CS personnel only, this course provides training in case officer functions adequate for Hqs or field personnel who are assigned to non-agent handling position, or those assigned to staff positions where knowledge of certain of these functions is essential.	

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